

MEMORANDUM FOR: Manager, Executive Dining Room, HOME/ OL
3E14 Headquarters Building

It is requested that the Executive Dining Room be reserved
for:

SPONSOR: [] [] DD/PAS/OS
(EDR Member) Phone Number Component

Date: 11 February 1986 Time: 5:30 p.m.-7:30 p.m.

Occasion: [] Membership
Account No. 22285

Menu Selection No. 3 at \$ 7.00 per person.

(If party is held in Cafeteria an additional \$.50 per person charge
will be added.)

Number of People [] []

(1) A minimum number of 40 people attending any party in the
Executive Dining Room must be guaranteed. Checks must be made
payable to Executive Dining Room Fund.

(2) The sponsor for the party will be billed for the number of people
specified. Should a lesser number of personnel than stated above
attend the function, no adjustment in the total price will be
made unless the Executive Dining Room is notified at least 48
hours before the party.

(3) The sponsor is obligated to provide security escorts for
non-Agency guests and is responsible for the conduct of all
those in attendance.

(4) The sponsor is requested to have attendees vacate the
Dining Room by 7:30 p.m. to avoid additional overtime
charges for the party. If foreign nationals are in
attendance contact the Office of Security on extension

Please indicate below if you wish the use of the a lecturn with
a microphone and/or flags.

LECT~~ER~~N NO FLAGS: Yes AGENCY X U.S. X

Executive Dining Room

BUFFET MENUS

STAND-UP BUFFET

from 5:30 – 7:30 p.m.

All with Open Bar except Menu No. 2 and 8

<p>No. 1 \$6.50 per person</p> <p><i>Sweet and Sour Pork Tenderloin</i> <i>Sliced Beef with Party Rolls</i> <i>Relish Tray with Deviled Eggs</i> <i>Stuffed Cheese Tray</i> <i>Chips and Dip</i> <i>Nuts</i></p>	<p>No. 4 \$8.00 per person</p> <p><i>Steamship Round Carved on the Buffet Line</i> <i>(Served w/minimum of 75 people)</i> <i>Bottom Round Beef carved on the Buffet Line</i> <i>(Served for up to 75 people)</i> <i>Sweet and Sour Pork Tenderloin</i> <i>Oven Fried Chicken Drumettes</i> <i>Crab Spread</i> <i>Imported Cheese Tray</i> <i>Stuffed Celery and Deviled Egg Tray</i> <i>Fresh Fruit Tray</i> <i>Chips and Dip</i> <i>Party Rolls</i> <i>Crackers, Nuts</i></p>
<p>No. 2 \$7.00 per person</p> <p><i>Hawaiian Kona Coffee and Accomp.</i> <i>(Lemon and Orange Zest, Grated</i> <i>Chocolate and cinnamon sticks)</i> <i>Linzer Tarte (Raspberry Tarte w/</i> <i>Hazelnut Crust)</i> <i>Frangipan Tarte (Almond Pastry w/</i> <i>Fresh Fruits)</i> <i>Fresh Fruits</i> <i>Nuts</i></p>	<p>No. 5 \$8.00 per person</p> <p><i>Pate De Campagne w/seasonal chutney</i> <i>(country pate w/pistachios and brandy)</i> <i>Assorted Breads</i> <i>Fresh Fruit Trays</i> <i>Imported Cheese Trays</i> <i>Smoked Turkey</i> <i>Smoked Salmon w/capers, red onion and lemon</i> <i>Warm Asiago Boules</i> <i>Crudites w/Dip</i> <i>Nuts</i></p>
<p>No. 3 \$7.00 per person</p> <p><i>Oven Fried Chicken Drumettes</i> <i>Chicken Livers wrapped with bacon</i> <i>Sliced Ham</i> <i>Sliced Turkey</i> <i>Crab Spread</i> <i>Stuffed Mushrooms</i> <i>Cheese Tray</i> <i>Vegetable Tray</i> <i>Chips and Crackers</i> <i>Assorted Breads</i> <i>Nuts</i></p>	<p>No. 6 \$8.50 per person</p> <p><i>Cheese Fondue w/assorted breads</i> <i>Steamed Mussels</i> <i>Sliced Brown-sugar crusted Fleur-de-lis Ham</i> <i>Crudites w/dip</i> <i>Fresh Fruit Trays</i> <i>Curried Chicken w/peanuts</i> <i>Potato Chips</i> <i>Nuts</i></p> <p>No. 7 Priced Based on Menu selection</p> <p><i>Special Menus can be provided for any type function.</i></p> <p>No. 8 \$6.50 per person</p> <p><i>Wine and Cheese Party</i> <i>(No Open Bar)</i></p>

1/3/85

TO: (Name, office symbol, room number,
 building, Agency/Post)

Initials/ Date

1. <i>File</i>		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

A cocktail party for 50 people
 in the Executive Dining room
 from 5:30 to 7:30 on ~~Tuesday~~ ^{Tuesday},
 11 February 1986 was booked
 today with

approvals, concurrences, disposals,
 similar actions

Room No.—Bldg.

Phone No.

ROUTING AND TRANSMISSION SLIP

TO: (Name, office symbol, room number, building, Agency/Post)

Initials Date

1. *DC/PSD/OS*

12/31

2. *Room 202*

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

attached is msg that went to for

mony

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. s
C/SS
3S31,

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

25X1

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